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15 OCT 1965

MEMORANDUM FOR: Director of Personnel

SUBJECT : Standardization of Position Titles for CP
Career Service Positions

1. The Survey Report of Deputy Director for Support, Budget and Fiscal Offices, issued in January 1965, included a recommendation that action be taken to effect standardization of position titles for like positions within the various Budget and Fiscal Offices in the Support Directorate. The titles assigned to positions with like duties within the various offices at the time the survey was made were not uniform as identified in a schedule of the report (copy attached).

2. It is requested that action be taken as soon as feasible to standardize and minimize these position titles so that like titles will apply to like positions in all components performing similar functions.

R. E. FINE
Director of Finance

Attachment

Distribution:

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